

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**PARF #46-9-090**

<b>CLASSIFICATION TITLE</b> Senior Environmental Planner	<b>OFFICE/BRANCH</b> Program Delivery/Environmental Services/Permitting and Infrastructure Delivery Environmental Support Section/Infrastructure Delivery Environmental Support Unit	<b>LOCATION</b> Fresno
<b>WORKING TITLE</b> Environmental Construction Liaison	<b>POSITION NUMBER</b> 311-001-4713-008	<b>EFFECTIVE</b> 3/22/2019

As a valued member of the California High Speed Rail Authority team, you make it possible for the Authority to complete the first High Speed Train system in California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

**GENERAL STATEMENT:**

Under the general direction of the Supervising Environmental Planner and in coordination with the Central Valley Regional Director, the incumbent will be responsible for closely coordinating with Central Valley Region Construction staff to promote quality and consistency with environmental commitments on construction projects. The incumbent will establish solid working relationships with area construction engineers, Project Construction Management staff (PCM), local resident engineers, and construction inspectors to encourage and assist with environmental quality. The job requires extensive travel in the Central Valley Region, and coordination with Authority staff, PCM staff resource agencies, local governments, the public, construction contractors, and other interested parties. The incumbent is expected to manage multiple assignments, work independently and produce completed staff work.

**TYPICAL DUTIES:**

Percentage	Job Description
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Essential (E)/Marginal (M)

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|---------|--|
| 35% (E) | <ul style="list-style-type: none"><li>Independently work and coordinate with consultant Construction staff and reviews ongoing construction of segments to promote quality and consistency with environmental commitments. Attend pre-construction and reoccurring construction meetings to address permit and environmental issues.</li></ul> |
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- 30% (E)
  - Review plans and specifications, change orders, contractor submittals, and other construction documents to ensure Environmental Compliance for the Project. In coordination with consultant environmental staff, environmental staff, consultant construction staff, the employee will review the necessary environmental documentation for construction change orders consistent with California Environmental Quality Act, National Environmental Policy Act, and resources agency permits to facilitate construction projects already in progress.
- 20% (E)
  - Helps in assessing environmental impacts of construction projects on environmental resources and developing mitigation and monitoring programs as necessary. Responsible for the completion and processing of the Authority's Certificate of Environmental Compliance.
- 5% (E)
  - Coordinate with environmental and construction state staff and consultant personnel to assist in resolving environmental and construction issues.
- 5% (E)
  - Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC).
- 5% (M)
  - Act for the Supervising Environmental Planner in order to provide continuity of Authority management, and may act for him/her as required by attending meetings, representing the Authority, making decisions, signing documents, and reporting urgent matters to the Executive Office.
  - Oversee inventories of natural environmental systems and cultural resources inventories, identifies research needs, performs natural resource research; prepares, reviews and processes environmental documentation for projects in compliance with all applicable local, State and Federal laws, regulations and policies.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of: General ecology or general principles behind planning for the conservation and preservation of natural resources; general principles and techniques of research and statistical analysis; communication skills for purposes of data gathering; techniques and methods of evaluation of environmental impacts; various types of public facilities and how they service the community; State and Federal laws and regulations relating to the environment; State, local and regional governmental organizations as they relate to environmental planning, specific knowledge of either the social sciences, natural sciences or environmental design arts; trends in environmental, urban and regional planning; trends in Federal, State and local environmental assessment and mitigation reports, impact statements, and/or negative declarations; principles of effective supervision; principles and techniques of supervision and personnel management; differences of impacts of multimodal forms of transportation on the environment; methods of administering environmental projects and programs; department's Equal Employment Opportunity Program objectives; a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

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Ability to: Analyze environmental situations accurately; gather and analyze data; prepare written reports; work effectively with others as an interdisciplinary team member; conduct interviews for data gathering; apply general techniques of insuring participation in the planning process. Coordinate environmental planning, research, and analysis of proposed projects; make an assessment of an existing environment; write environmental documents; plan and carry out complex studies; direct the work of others engaged in planning studies; participate in public presentations; solicit outside expertise on a short-term basis on specific environmental studies or phases of studies; coordinate environmental investigations of proposed projects; review and evaluate local plans in relation to statewide environmental interests; incorporate the input of interested groups and agencies into the environmental planning and analysis process; supervise others in their work; solicit necessary expertise to complete environmental studies or meet project goals; effectively contribute to the department's Equal Employment Opportunity objectives.

### **DESIRABLE QUALIFICATIONS**

- Knowledge of the following: Principles and concepts of natural resources and archeological resources assessment and preservation, archeological techniques and methods, as applied in a planning setting; a broad range of state and federal environmental laws including Porter-Cologne Water Quality Control Act, Clean Water Act Section 401, Section 402, Section 404, Endangered Species Act, California Endangered Species Act; regulations and policies as they relate to state and federal transportation projects; familiarity with internal and external internet websites for gathering required information; the Authority's mission and goals.
- Ability to perform the following: Adapt and apply formal natural resources and archeological research methods and principles to planning problems of an applied practical nature; prepare, coordinate, and review environmental studies, reports, and documents in a timely manner; interpret and review construction plans and specifications; gather, analyze, and present technical data; work independently and effectively as a member of an interdisciplinary team; participate effectively as a Department representative at various meetings involving the public, public agencies and advocacy groups; use a personal computer proficiently, and communicate effectively using written and verbal skills.
- Able to analyze regulations pertinent to environmental impact assessment during construction projects, analyze construction project needs and goals, and prepare appropriate environmental documentation to address project impacts and to avoid delays to the project.

### **SUPERVISION EXERCISED OVER OTHERS:**

This individual does not supervise; however, workload changes may require the incumbent to exercise general administrative and technical supervision over staff environmental planners. On individual projects, the incumbent may serve in a lead capacity over other environmental planner staff or student assistants.

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### **PUBLIC AND INTERNAL CONTACTS:**

The position requires extensive coordination with Authority staff, PCM staff, public agency representatives, and the general public/stakeholders. The employee will be expected to establish and maintain good working relationships with construction personnel and contractors as appropriate. The exchange of clear, accurate, and concise information is required for all levels of contact to help ensure streamlining and continuous improvement. Good verbal and written communications skills are necessary.

### **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

The environmental process often controls the project development process. Environmental compliance for the rail segments must be completed in a timely manner. Failure to adequately investigate and report environmental resources could lead to legal actions against the State, interruption of project development or construction activities, and significant impacts to environmental resources. The employee must be able to manage their own time and projects to meet demanding workload and scheduling needs.

### **WORK ENVIRONMENT:**

Base of operation is in the Central Valley Regional office in Fresno; however, the position requires extensive review of proposed and on-going construction sites for all rail segments within the Central Valley. There may be occasional travel to Sacramento. Work outside the office requires the ability to be exposed to a variety of climatic and geographic conditions.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: \_\_\_\_\_

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor \_\_\_\_\_

Signature:	Date:
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